

Travel - Reimbursement - Incidentals

FIACCT 10-02.05

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Purpose

This policy defines the Division of Finance travel policy for incidental expenses.

Policy

- A. **Incidental Expenses Reimbursement** – An original itemized receipt for each individual incidental item of \$20 or more is required in the traveler’s supporting documentation for reimbursement.
- B. **Gratuities/Tips** – Allowances for meal reimbursements are inclusive of tax and tips. Gratuities/Tips for various services such as assistance with baggage, maid service and bellman may be reimbursed up to a combined maximum of \$5.00 per day.
- C. **Incidental Ground Transportation Reimbursement** – Document all official business use of taxi, bus, and other ground transportation reimbursements. Personal use such as transportation to restaurants is not reimbursable.
 - ◆ Gratuities/Tips for ground transportation (taxi/shuttle/rideshare) will be reimbursed up to the greater of \$5 or 20% for each ride. Gratuities/Tips must be shown on an original receipt.
 - ◆ Individual amounts of \$20 or more – Submit an original receipt for each item.
 - ◆ Individual amounts less than \$20 – Submit a schedule of payments including the following information:

Ground Transportation:

- ◆ Date
- ◆ To destination
- ◆ From destination
- ◆ Type of conveyance (taxi, bus, etc.)
- ◆ Dollar amount

A completed Receipt for Petty Cash Expense, form FI 52, signed by the taxi driver, etc., or an original receipt, is acceptable for documenting expenses.

D. Parking Expense Reimbursement

Airport Parking

- ◆ Reimbursement is limited to the long-term parking rate at the airport the traveler is departing from. An actual receipt is required for amounts of \$20 or more.

Parking at Hotel, etc.

- ◆ Individual amounts of \$20 or more – submit an original receipt for each item.
- ◆ Individual amounts less than \$20 – submit schedule of payments, including the following information:

Parking:

- Date
- Location
- Dollar Amount

A completed Receipt for Petty Cash Expense, form FI 52, or an original receipt, is acceptable for documenting expenses.

Parking Expense Reimbursement

If the traveler uses a private vehicle on official state business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

- E. **Registration** – Registration should be paid in advance on a state warrant, the traveler’s Purchasing card, a personal credit card, or a department Purchasing Card. A copy of the approved FI 5 form must be included with supporting documentation for the payment of out-of-state registrations. If the traveler must pay the registration upon arrival, and the traveler does not have a personal credit card or Purchasing Card, process a Payment Voucher and have the traveler take the state warrant to the event. If the cost is \$1000 or more, the Purchasing form “Award of Contract without Engaging in a Standard Procurement Process” must be filled out and signed by the Chief Procurement Officer. Must be attached to the reimbursement documents.
 - F. **Business Telephone Calls** – Telephone calls related to state business are reimbursed at the actual cost. List the total amount for these calls separately on the Travel Reimbursement Request, form FI 51A, FI 51B, or process through ESS Travel. The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount.
 - G. **Personal Telephone Calls** – Personal telephone calls while out of town on state business overnight may be reimbursed as follows:
 - One night – actual amount up to \$2.50
 - Two nights – actual amount up to \$5.00
 - Three nights – actual amount up to \$7.50
 - Four nights – actual amount up to \$10.00
 - Five to eleven nights – actual amount up to \$20.00
 - Twelve to thirty nights – actual amount up to \$30.00
 - More than thirty nights – start over
- The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount charged for all personal phone calls. **No personal phone calls will be reimbursed unless documented on a lodging receipt or original phone bill.**
- H. **Laundry** – Actual laundry expenses up to \$18 per week will be allowed for trips in excess of six consecutive nights, beginning after the sixth night out. In the case of coin-operated use, the traveler must provide a list of dates, locations, and amounts.
 - I. **Miscellaneous** – This allowance is not available for travelers going to conferences. An amount of \$5 per day will be allowed for travelers away in excess of six consecutive nights, beginning after the sixth night out. This amount is intended to cover other miscellaneous incidentals not included in this policy.
 - J. **Travel on a Weekend During Trips of More Than 10 Nights' Duration** – A department may

provide for employees to return home over a weekend when the business portion of a trip extends longer than ten nights. Reimbursements may be given for costs allowed by these policies.